

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**AIR TECHNICIAN VACANCY ANNOUNCEMENT #03-103A**

**Transportation Assistant  
80313000/A FC: 3100  
GS-2102-07/06  
\$31,830 - \$41,380 pa  
\$28,644 - \$37,237 pa**

**ANNOUNCEMENT DATE: 6 June 2003  
CLOSING DATE: 22 July 2003**

**SELECTING OFFICIAL: Operations Group Commander**

**APPOINTMENT FEATURES: Excepted Service  
Enlisted Grade**

**POSITION LOCATION: 144<sup>th</sup> Fighter Wing - Fresno, CA**

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-07 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-06 TRAINEE POSITION, IF QUALIFIED. STATEMENT OF DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.**

This position is located in the Air Operations Division , Operations Support Branch, of an Air National Guard Flying Unit. It's purpose is to (1) maintain the Air Force operations Resource Management System (AFORMS), (2) analyze training data for management to ensure a maximum utilization of available resources to maintain the highest level of combat readiness, and (3) to occasionally perform flight services duties as required. Duties include custodial control and accountability for operations resource management information systems to include ensuring an adequate and accurate database.

**1. AREA OF CONSIDERATION: Nationwide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-7. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

**NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.**

**4. QUALIFICATION REQUIREMENTS:**

a. **Transportation Assistant, GS-2102-07/06, General:** Clerical, administrative, or technical experience which demonstrates applicant's ability to interpret, explain, and/or apply basic rules, regulations, policies and procedures of a transportation program.

b. **Transportation Assistant, GS-2102-07, Specialized:** Must have 12 months specialized experience in obtaining and interpreting information, organizing and developing clear and meaningful written communications; and technical experience in the same transportation field as the position being filled.

c. **Transportation Assistant, GS-2102-06 (Trainee), Specialized:** Must have 9 months specialized experience in obtaining and interpreting information, organizing and developing clear and meaningful written communications

**If selected as trainee, the appointee may be non-competitively promoted to GS-07 upon meeting full qualifications and recommendation of supervisor.**

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

c. **Substitution of Education for Specialized Experience:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience.

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Ability to gather information, interpret rules, policies and regulations and communicate information in writing.

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b. Knowledge of technical support work in areas of transportation or traffic management.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 1C0X2.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

**OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.**